

## **Contract and Procurement Management**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Department is currently seeking one intern in Real Estate Asset Management division located in downtown Nashville. This internship opportunity will be with the Contract Administration Group (CAG). The CAG provides management for design and construction contracts and procurement (bidding) of all capital projects, including New Construction, Renovations and Major Maintenance Projects.

The selected interns should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

As an intern, you can expect to learn about planning and construction bidding and contracts related to new build and renovation projects including: Architecture, Engineering, Project budgeting, and Project accounting.

### **Primary Duties**

As an intern, you can expect to assist with a variety of construction projects' bidding and contracts across the entire State of Tennessee. Potential projects include parks, office building, parking lots, law enforcement, correctional, and educational facilities. The Capital Projects Group is primarily in an office environment.

### **Qualifications**

- Must be pursuing a degree in engineering, architecture, business management, or accounting.
- Must have a basic knowledge of Excel.
- Must possess excellent writing and communication skills.
- Strong Excel skills, experience working with computers relative to Microsoft Word, Outlook, and PowerPoint are a plus.

### **To Apply**

Please submit the following documents to [Kimberly.Mantlo@TN.Gov](mailto:Kimberly.Mantlo@TN.Gov)

- Resume
- Letter of Intent
- 2 Professional Letters of Reference (on official letterhead with signature)
- Copy of most recent transcripts
- DD214 (veterans only)